



MEMORANDUM

TO: Indiana School Superintendents
Indiana High School Principals
Indiana High School Guidance Directors

FROM: Matt Fleck, Academic & Career Specialist

DATE: April 25, 2008

SUBJECT: Core 40 and Honors Diploma Recognition Materials

Indiana high schools will begin to receive at the end of this month congratulatory letters and diploma seals for graduates receiving Core 40, Academic Honors or Technical Honors diplomas. **All shipments of diploma recognition materials are scheduled to be completed on or before May 19.** Each shipment will be addressed to the school's guidance director with a distinctive label reading: "Diploma Recognition Materials Enclosed."

Quantities of these materials for each school were based on orders placed by guidance directors earlier this year. Schools were asked to base estimates for each diploma type on the greatest number of possible recipients at that time to avoid costly reshipments.

Since the state's budget for this project cannot support additional shipments, each school is receiving 10 percent more letters and diploma seals than originally requested. This overage should account for any instances where the final number of eligible graduates exceeded the school's initial estimate. Please save any excess seals for next year's recognition process.

Individuals with questions regarding orders of diploma materials should contact Tina Lovelady at 317.232.9189 or via email at tlovelad@doe.in.gov.